



**YARD WASTE COMPOSTING FACILITY  
REGISTRATION APPLICATION**

State Form 50414 (R / 6-07)  
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

**INDIANAPOLIS  
OFFICE MEMORANDUM**

**TO:** Yard Waste Composting Facilities

**FROM:** Thomas Linson, Chief  
Permits Branch  
Office of Land Quality

**SUBJECT:** Composting Facility Registration

Attached you will find the registration form for yard waste composting facilities. Please complete this registration and mail to the Indiana Department of Environmental Management (IDEM) at the address at the top of the form, if you are currently operating, or plan to operate, such a site in the near future. Also attached to the registration form is the **“Guidance for the Design and Operation of Yard Waste Composting Facilities”** that you may detach and keep for your reference.

IC 13-20-10 requires that all yard waste composting facilities submit registration information to IDEM.

Attachments



**YARD WASTE COMPOSTING FACILITY  
REGISTRATION APPLICATION**

State Form 50414 (R / 6-07)  
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

**Instructions:** This application shall be used to apply for a registration as a yard waste composting facility, pursuant to IC 13-20-10. Upon completion, please return two copies of this application, and any additional materials, to the following address:

**Attention:** Ms. Debby Baker  
Solid Waste Permits Section  
Permits Branch, Office of Land Quality  
Indiana Department of Environmental Management  
100 North Senate Avenue – Mail Code 65-45  
Indianapolis, Indiana 46204-2251

**Section A. Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number (include area code):

Daytime (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Section B. Property Owner(s) Information (if different from above)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number (include area code):

Daytime (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Section C. Facility Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Facility Contact Person: \_\_\_\_\_

Telephone Number (include area code): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

County and General Location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Section D.     Additional Information Required**

Please submit the following information. Include appropriate attachments and additional pages if necessary or required. You may refer to the attached document: **“Guidance for the Design and Operation of Yard Waste Composting Facilities”**, for assistance in the preparation of this information.

Provide a legal description of the site on which the composting facility will be located. The legal description should include the county, township, range, and section numbers; and if applicable, the metes and bounds description, together with the acreage thereof, for the composting facility site:

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Attach a USGS topographical map (7-1/2 minute) or equivalent of the site on which the composting facility will be located, with the site outlined. Please identify the quadrangle in the following space:

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Provide a description of the composting facility that indicates the geographic area to be served by the composting operation: \_\_\_\_\_

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Provide an estimate of the volume of materials that will be processed annually by the composting facility:

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Provide a description of the proposed final use of composted materials: \_\_\_\_\_

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Provide a description of the compost management procedures to be implemented at the site, including controls for dust, odors, and noise: \_\_\_\_\_

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Provide a description of the methods proposed for collecting, removing, and disposing of any unwanted and noncompostable materials received at the facility: \_\_\_\_\_

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Attach a soil boring report, soil maps, or other verification indicating the distance to the seasonal high water table at the site or provide information to show that your design will include one of the methods described in Section D(d)(1) of the attached document: **“Guidance for the Design and Operation of Yard Waste Composting Facilities”**: \_\_\_\_\_

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Provide a description of surface water drainage control and leachate management procedures to be implemented at the composting facility to show that the facility will include one or more of the methods described in Section D(d)(2) of the attached document: **“Guidance for the Design and Operation of Yard Waste Composting Facilities”**: \_\_\_\_\_

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## Section E. Signatories

The owner of the facility must sign the following certification statement:

"I hereby certify that this composting facility will be designed and operated in accordance with the provisions of IC 13-20-10."

**Facility Owner Signature**

Date \_\_\_\_\_

## **GUIDANCE FOR THE DESIGN AND OPERATION OF YARD WASTE COMPOSTING FACILITIES**

This document provides guidance regarding the design, operation, and registration of yard waste composting facilities. This document outlines the requirements of IC 13-20-10 and offers several approaches that may be taken to ensure that these facilities are designed and operated in accordance with IC 13-20-10 (formerly IC 13-7-35). It is suggested that this document be used as guidance to comply with the registration, siting, design, and operational requirements of IC 13-20-10.

### **A. Definitions**

The following terms are defined as they apply to a yard waste composting facility. The terms in *italics* are defined in IC 13-20-10.

- 1) *Active area* means the new compostable matter storage area; the composting matter area; the compost curing area; or the compost storage area; of a composting facility for vegetative matter.
- 2) *Vegetative matter* means any yard or landscaping waste, including leaves, grass, brush, limbs, and branches, resulting from commercial, industrial, and agricultural operations, or from community activities.
- 3) *Compost* means the product produced by the composting of vegetative matter.
- 4) *Composting*, as used by this rule, means the biological treatment process by which microorganisms decompose the organic component of vegetative matter.
- 5) *Water table* means water below the surface in the zone of saturation.

### **B. Applicability**

Unless exempted by subsections (1), (2) (3), or (4), after August 1, 1993, all owners or operators of a composting facility must submit an application to register the composting facility with the Department. The registration requirements do not apply to the following:

- 1) A person who conducts a composting operation at the person's residence or farm for vegetative matter that is generated by the person's activities and is stored, treated, or disposed of at the person's residence or farm.
- 2) A person who conducts a composting operation that processes less than two thousand (2,000) pounds of vegetative matter per year.
- 3) Temporary stores of vegetative matter, where only an incidental amount of composting will occur before its removal.
- 4) A person who is engaged in the land application of vegetative matter for use as a soil conditioner.

### **C. Registration**

The following information is required to register a composting facility with the Department:

- (1) The name and address of the owner/operator of the composting facility.

- (2) The location of the facility, including a legal description of the site on which the composting facility will be located. To adequately address this requirement, IDEM requires that the legal description include the county, township, range, and section numbers; and if applicable, the metes and bounds description, together with the acreage thereof, for the composting facility site.
- (3) A topographic map of the site on which the composting facility will be located, with the site outlined. IDEM requires a USGS topographical map (7 2 minute) or equivalent, with the proposed composting facility active area boundaries clearly delineated.
- (4) A description of the composting facility that indicates the geographic area to be served by the composting operation.
- (5) An estimate of the volume of materials that will be processed annually by the composting facility.
- (6) A description of the proposed final use of composted materials.
- (7) A description of the compost management procedures to be implemented at the facility, including controls for dust, odors, and noise.
- (8) A description of the methods proposed for collecting, removing, and disposing of unwanted and noncompostable materials received at the facility.
- (9) IC 13-20-10 requires that the active area will be designed and operated to prevent compost from being placed within five (5) feet of a water table or provide adequate controls to prevent ground or surface water contamination. IDEM requires that the applicant submit information, as required by option (i) or (ii) below, to demonstrate that the facility will meet the requirements of IC 13-20-10.
  - (i) If the applicant intends to provide a minimum distance of five (5) feet between the compost and the water table, include a soil boring report, soil maps, or other verification indicating the distance to the seasonal high water table at the site.
  - (ii) **(Alternative design to protect ground and surface water.)** If the applicant intends to provide an alternative design, in lieu of providing at least a five (5) foot separation distance to the water table, the applicant shall provide information to show that the design will include one of the methods described in Section D(d)(1) of this document.
- (10) A description of surface water drainage control and leachate management procedures to be implemented at the composting facility to show that the facility will include one of the methods described in Section D(d)(2).
- (11) A signed certification by the owner/operator of the composting operation that the facility is in compliance with the siting, design, and operational requirements of IC 13-20-10 on forms provided by the Department.

Registrations granted under IC 13-20-10 shall remain in effect for five (5) years and may be reissued if the person submits an updated registration form to the Department.

D. Siting, Design, and Operational Requirements

- (a) Per IC 13-20-10, the composting facility shall comply with the following siting requirements:
  - (1) The active area of a composting facility may not be located within two hundred (200) feet of a well that supplies potable water.
  - (2) The active area of the composting facility may not be located within two hundred (200) feet of a residential structure that exists at the time that the facility initially registers with the Department.
  - (3) The active area of a composting facility must be located outside of the ten (10) year floodplain, except a facility that is either: operated in conjunction with a publicly owned treatment works permitted under IC 13-15-3; or designed and operated to provide adequate controls to prevent ground surface water contamination in the event of a ten (10) year flood.
- (b) Notwithstanding subsection (a) above, a local unit of government may adopt a local ordinance providing the distance required between a composting facility for vegetative matter and an existing residence. An ordinance adopted under this subsection may not:
  - (1) allow a composting facility to locate less than two hundred (200) feet from an existing residence; or
  - (2) require a composting facility to locate more than six hundred (600) feet from an existing residence.
- (c) Notwithstanding subsection (a) above, a composting facility for vegetative matter may be located less than two hundred (200) feet from a residence if:
  - (1) no local unit of government with jurisdiction over:
    - (A) the residence; or
    - (B) the composting facility;has adopted an ordinance under subsection (b) above; and
  - (2) the composting facility obtains written consent from the occupant and owner of the residence.
- (d) Per IC 13-20-10, the composting facility shall comply with the following design and operational requirements:
  - (1) The facility must be designed to prevent compost from being placed within five (5) feet of a water table or provide adequate controls to prevent ground or surface water contamination. **NOTE:** The following alternative designs are considered acceptable by the Department:



- (i) Construction of a clay pad liner with a thickness of at least two (2) feet and a hydraulic conductivity no greater than  $1 \times 10^{-6}$  cm/second.
  - (ii) Placement of a concrete or asphalt pad.
  - (iii) Utilization of a synthetic liner system.
  - (iv) Lowering of the water table beneath the active area of the composting facility, so that a five (5) foot separation distance is provided between the compost and the water table.
  - (v) Other design. (A management plan must be submitted that follows the format in Section F of this document.)
- (2) The facility must be designed to adequately control run-on/runoff from the composting facility and manage leachate that is generated by the composting facility. **NOTE:** The following practices may be implemented to properly manage run-on/runoff and leachate from the facility:
  - (i) Surface water drainage run-on should be diverted away from the compost site through the use of ditches, dikes, berms, or swales. The diversion of run-on away from the active area should minimize the amount of leachate and runoff that must be managed.
  - (ii) Any leachate that is collected must be disposed of in accordance with the rules promulgated under IC 13-11. Leachate and runoff originating from the active area may be directed to a collection pond for use as a moisture additive in the composting process. Leachate and runoff collected in a holding pond for subsequent discharge may require an NPDES permit through IDEM's Office of Water Management at (317) 232-8704 or (317) 232-8479.
  - (iii) The composting facility should be designed and operated to prevent ponding of water in-between windrows. Windrows placed parallel to the slope should allow for proper drainage.
  - (iv) The compost facility should be graded and maintained to provide a slope of no less than two-percent (2%) and no greater than six-percent (6%).
  - (v) Other specific practices. (A management plan must be submitted that follows the format in Section F of this document).
- (3) The facility must include controls for dust, odors, and noise.
  - (i) The facility must be operated in such a manner that fugitive dust does not leave the site in violation of 326 IAC 6-4.

- (ii) The facility must implement management practices to prevent offensive and noxious odors from leaving the site.
  - (iii) The facility must be operated in such a manner that excessive noise from the facility is maintained.
- (4) If any nuisance or pollution conditions are created, immediate corrective action must be taken by the owner/operator.
- (5) Any materials received that are unsuitable for composting, must be stored in enclosed, leakproof containers and disposed of in accordance with the Indiana Solid Waste Rule (329 IAC 10).
- (6) Before being placed in windrows, yard waste must be removed from containers and bags, unless they are contained in biodegradable bags.

E. Reporting

- (a) A person who operates a composting facility, that must be registered under IC 13-20-10, shall submit an annual report to the Department before February 1<sup>st</sup> of each year, that indicates the volume of materials processed by the composting facility during the previous year, and the final disposition of composted materials.

F. Ground Water Protection/Leachate Management Plan

As an alternative to the methods outlined in Section D(d)(1)(i)-(iv) and Section D(d)(2)(i)-(iv), the applicant may propose other methods of ground water protection and proper management of leachate and runoff at the composting facility. The applicant must submit a management plan that includes the following components:

- (1) Describe the management practices to be employed to protect the ground water and properly manage leachate and runoff.
- (2) Provide specifics to demonstrate that the design will adequately protect the ground water and properly manage leachate and runoff.
- (3) Provide design drawings to show that the facility will properly manage leachate and protect the ground water. Drawings should include detailed views and necessary cross-sections to show all elements of this design.